

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT**

SITE AND BLDG #: **WV006-1**MECHANIC  
SIGNATURE*Brian McDonald*DATE: **1-3-2025**LOCATION/RM #: **WO# 17403** ASSET #**see below** START TIME: **730** FINISH TIME: **100PM**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	●		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades for dust buildup and clean if necessary.	●		
2	Check fan blades and moving parts for cracks and excessive wear.	●		
3	Tighten all electrical connectors to proper torque as needed.	●		
4	Check that the fan runs properly in all speeds as applicable.	●		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	●		Assets
7	Lubricate mechanical connections of dampers sparingly as applicable.	●		9150, 9151, 9152, 9153, 9154, 9155, 9156, 9157
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a CM.	●		
9	Clean coils by brushing, blowing, vacuuming	●		
10	Check coils for leaking, tightness of fittings.	●		
11	Use fin comb to straighten coil fins as needed.	●		
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	●		
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	●		
14	Vacuum interior of unit.	●		
15	Check filter door for proper gasketing and air leaks. Correct as needed.	●		
16	Change the filter as needed with the correct size and type filter.	●		Filter gets checked Quarterly
17	Insure that drain(s) are clear and running. - Install condensate tablet	●		
18	Clean up work area. - Record Humidity level in area	●		Humidity <b>62</b> %

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**